

**ATTORNEY III**  
**Position number 339-100-5795-900**  
**or**  
**ATTORNEY IV**  
**Position number 339-100-5780-900**  
**Permanent/Full Time Position**

**ATTORNEY III SALARY RANGE**  
**Range L: \$7,682 - \$9,762**

**ATTORNEY IV SALARY RANGE**  
**\$8,486 - \$10,791**

*Duties will be commensurate with level of appointment.*

**DUTIES:** Under the direction of the Chief Counsel, the incumbent or incumbents will work independently or in a team environment depending on the assignment, in the Legal Office to provide formal and informal oral and written legal advice on a variety of issues supporting the California State Auditor (state auditor). The California State Auditor's Office (state auditor's office) plays a critical role in overseeing the financial accountability and performance of government entities in California by auditing those entities and conducting other related work. The attorneys who support the state auditor work in an independent, non-partisan capacity, advising the state auditor on the laws that apply to government agencies and programs in California, including those that apply to the state auditor's office. The incumbent or incumbents will assist the Chief Counsel and other employees in performing legal research, analysis, and legal tasks. The incumbent or incumbents will be assigned to provide support primarily to the Audits Division.

**LEGAL SUPPORT RELATED TO AUDITS**

The attorneys in the Legal Office provide ongoing legal support related to the state auditor's audit responsibilities, which include financial, compliance, and performance audits of any publicly-created entity in California. Attorneys who support the Audits Division perform the following functions:

- Prior to the approval of a performance audit request by the Legislature, conduct highly critical and time-sensitive preliminary legal research and analysis to support the state auditor's audit analyses.
- Upon approval of a performance audit or the commencement of other types of audits:
  - Gather and analyze relevant laws and other legal materials, such as judicial precedents, proposed legislation, administrative decisions, and other legal authorities.
  - Interpret and apply those laws to particular regulatory programs or legal issues identified as part of the audit.
  - Provide summaries and opinions of those laws.
  - Communicate the results of the research and analysis, both verbally and in writing, to management and others within the state auditor's office.
  - Review audit reports and related correspondence for legal content and consistency, including the review of audit recommendations involving legal compliance or changes in law.
  - Write sections of audit reports, if necessary, that pertain to complex areas of law.

## **OTHER LEGAL RESPONSIBILITIES**

In addition to performing the work described above, the attorneys who support the Audits Division provide other general legal assistance to the state auditor, as follows:

- Perform legislative research and provide legal advice on pending legislation that may impact the state auditor; determine the content and impact of proposed laws and regulations on the operations, including the rights, duties, and authority, of the state auditor's office; summarize and report the results of such research.
  - Draft proposed legislation, regulations, manuals and legal forms.
  - Assist and/or represent the state auditor in meetings that require a legal expert.
  - Provide appropriate legal advice on a broad range of legal issues, including, but not limited to, compliance with laws related to conflicts of interest, public records access, and laws related to confidentiality.
  - Interpret laws and regulations; draft and review legal documents, including subpoenas, court documents, and contracts; conduct depositions; represent the state auditor in legal matters; and, upon occasion, represent or assist other counsel in litigation on behalf of or in defense of the state auditor.
  - Draft and/or review internal state auditor policies.
  - Other duties and projects as assigned.
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## **KNOWLEDGE AND ABILITIES:**

**ATTORNEY:** An attorney at this level should have an active membership in the California State Bar and possess the knowledge and abilities described below:

***Knowledge of:*** Legal research methods, legal reference works, and legal terms; legal principles and their application; scope and character of California statutory law and of the provisions of the California Constitution; and the principles of administrative and constitutional law.

***Ability to:*** Perform legal research and analysis; analyze and apply legal principles, facts and precedents to legal problems; present facts, law, and legal argument clearly and logically; effectively deliver legal services under tight deadlines; work collaboratively with peers and management; and adapt to changing priorities and demands.

**ATTORNEY III:** An attorney at this level should have six years of experience and possess the knowledge and abilities described above for the Attorney level, as well as those listed below:

***Knowledge of:*** General principles and laws that apply to government entities. For example, the ideal candidate will be familiar with, among others, state laws related to conflicts of interest, public contracting, administrative law, California civil and criminal trial and appellate procedure, open meetings, and public records.

***Ability to:*** Perform difficult and complex legal research and analysis on a wide range of legal issues, including the laws that apply to any government entity in California; analyze difficult and complex legal issues; and apply legal principles and laws to a particular set of facts.

**ATTORNEY IV:** An attorney at this level should have ten years of experience and possess the knowledge and abilities listed above for the Attorney and Attorney III levels, as well as having the ability to perform the most complex and sensitive legal assignments with minimal supervision.

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## **DESIRABLE QUALIFICATIONS:**

- Ability to work well under pressure.
- Adaptable to changing situations and assignments.
- Exceptional inter-personal and organizational skills.
- Ability to review and analyze complex and sensitive issues concerning a variety of legal issues.
- Ability to work with other state agencies, and other high level administrative staff.
- Ability to provide advice to and represent the state auditor's office on a broad range of legal issues.
- Ability to work cooperatively and deal effectively with others.
- Excellent written and verbal communication skills and the ability to clearly explain legal issues and legal conclusions to non-lawyers.
- Ability to handle large and varied assignments.
- Ability to work on several concurrent projects with different audit teams.

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**REQUIREMENT:** Membership in the State Bar of California. (Applicants must have active membership in the State Bar before they will be eligible for appointment.)

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**TO APPLY, please send a completed state application (STD. 678) along with a Statement of Qualifications to:**

**Location**

California State Auditor's Office  
621 Capitol Mall, Suite 1200  
Sacramento, California 95814

**Contact**

Lynne Gaal  
(916) 445-0255

**Statement of Qualifications:** A Statement of Qualifications is required to be considered for this position. The Statement of Qualifications is a narrative discussion of how your education, training, experience, and skills relate to the duties and desirable qualifications and demonstrates how you are qualified for the position. The Statement of Qualifications also serves as a documentation of your ability to present information clearly and concisely in writing. This document should be typed, clearly titled as "Statement of Qualifications," and no more than two pages in length.

**PLEASE INDICATE THE POSITION NUMBER FOR WHICH YOU ARE APPLYING ON THE STD. 678. YOU MAY APPLY FOR MULTIPLE LEVELS IF INTERESTED AND ELIGIBLE.**

**In the 'Explanations' section of the STD. 678, CLEARLY STATE YOUR ELIGIBILITY ALLOWING YOU TO APPLY FOR THE POSITION.**

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**FINAL FILING DATE: UNTIL FILLED**

**SELECTION PROCESS:**

Eligible candidates who are current state employees with status in any of the above classifications, lateral transfers from equivalent classes, former state employees who can reinstate into any of these classes, and persons who are reachable on a current employment list for these classifications (Attorney, Attorney III, and Attorney IV) may apply. Training and Development assignments may be considered. **Applications without a Statement of Qualifications and without eligibility information will not be considered.**

All applications will be subject to screening and only those applicants appearing most qualified will be interviewed. Professional references may be requested of the applicants selected for interview. The appointment will be made in accordance with applicable personnel laws and rules.

Additional hires may be made from this bulletin if positions become available.

Upon appointment, all employees of the state auditor are subject to **fingerprinting and a background check.**

All California State Auditor employees are excluded from collective bargaining.

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

**IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAWS OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.**